

Position Title: Director of Facilities

Department: Buildings and Grounds

Reports To: Business Manager

SUMMARY:

The Director of Facilities is responsible for all aspects of the district's facilities including usage, planning, maintenance, improvements, construction, budget, staff, and contracted services. The Director of Facilities supervises physical plant operations including all buildings and grounds, utilities, energy management systems, and safety security systems to provide a safe, healthy, and comfortable environment for students, faculty, and staff. The Director of Facilities is responsible for the identification of immediate and long-range facility's needs, scheduling, supervision of maintenance, and all necessary follow-through with repair activities, contracted services, and ensuring the physical operation of the district meets budgetary and strategic objectives. The Director of Facilities is responsible for compliance with local, state, and Federal regulations related to District facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate clear and consistent communication among administrators and staff by identifying areas of overlap in roles and responsibilities.
- Encourage collaboration through regular meetings, transparent information sharing, and mutual respect for each other's contributions to ensure alignment and a unified approach.
- Coordinate facility use with school staff and outside groups.
- Work collaboratively with architects, engineers, contractors, and inspectors.
- Conduct regular inspections of buildings and grounds for safety, cleanliness, and needed repairs.
- Respond to emergency situations and facility-related issues as needed.
- Prepare Request for Proposals
- Develop, communicate, and implement immediate and long-range facility plans, including preventative maintenance schedules.
- Lead and manage multiple construction and renovation projects simultaneously.
- Coordinate space needs and relocations.
- Manage building maintenance, repairs, and renovations.
- Responsible for the successful operation and maintenance of mechanical, electrical, solar, plumbing, and HVAC systems.
- Ensure the facility complies with relevant laws, regulations, and safety standards.
- Develop, present, and manage the facility budget.
- Monitor and approve expenditures.
- Negotiate and recommend contracts with vendors and contractors.
- Hire, train, and supervise facilities and grounds supervisors and staff.
- Evaluate staff performance.
- Ensure the safety and security of the facilities and occupants.
- Develop and implement safety procedures.
- Monitor and recommend systems and procedures to ensure the security of all facilities.

- Ensure compliance with health, life safety, and building codes.
- Work with staff and state officials to meet relevant requirements.
- Additional duties as assigned

EDUCATION and/or EXPERIENCE:

Associate's and/or bachelor's degree in Facilities Management, Engineering, Construction Management, or related field required. At least five (5) years of experience in facilities/operations management, project management, or a similar role, preferably in a school or public sector environment. Valid PA driver's license: Act 34, 114, and 151 clearances required.

TECHNOLOGY SKILLS:

Must have proficient computer skills such as use of Google Workspace, Microsoft, email, and the ability to use the current school district technology as needed. Must be knowledgeable of the safe and appropriate use of technology.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from administrators, teachers, parents, students, board members, and the general public.

MATHEMATICAL SKILLS:

Ability to apply fundamental mathematical concepts such as probability, statistics, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Strong understanding of building systems, maintenance practices, and construction processes.
Knowledge of procurement procedures for federal and state funds.
Proficiency in Project Management tools and software.
Strong leadership, organizational, and communication skills.
Proven experience managing capital projects from design through completion.

